

Garland Council Historian Book Guidelines 2018-2019

Due Date: April Council Meeting, April 3, 2019

For questions contact: Sharon Wainscott

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PTA Unit Name _____
Check one _____ Pre K Center _____ Elementary _____ Secondary
PTA President _____ Telephone _____
Street Address _____ City _____ Zip Code _____
Historian Book submitted by:
Name _____ Position _____ Telephone _____

All PTA units are encouraged to take part in the Historian Book evaluation. The Historian Book should be a record of the activities and achievements of your PTA unit. The cover should be of a durable material. Official binders are available from Texas PTA but are not required.

****IMPORTANT**** To receive the highest award for your unit, please read the requirements carefully and follow them exactly. To avoid confusion use *only* this official form.

The first pages must contain the following information:

1. A completed copy of this form in a plastic sleeve should be the first thing in the book for evaluation purposes. (Please do not glue down; we grade on this sheet and need to take it out.)
2. Blank page. (Certificate will be placed here after evaluation.)
3. Cover sheet with name of PTA, School, Council, and school year covered in book.
4. Index or Table of Contents.
5. Picture of school or meeting place.
6. A page containing the following information:
 - a. Number of students*
 - b. Number of teachers*
 - c. The Principal*
 - d. Number of PTA members
7. List of Officers and Chairmen.
8. List of meeting dates.
9. Annual Budget.
10. Copy of bylaws. (In addition to those that might be in Yearbook/Directory, must be a hard copy not a disk.)
11. Copy of printed Historian's Yearly Report

In addition to the (11) required items, your book should include as many of the following items as possible.

1. Copy of Directory/Yearbook.
2. Copies of newsletters and other publicity.
3. Accounts of special projects and unit sponsored activities.
4. Awards presented to your PTA unit. (i.e. membership, etc)
5. Information from meetings, programs, parent education courses, etc.
6. Information from all State and National meetings attended. (I.e. name badges, handouts, etc.)

****TIPS**** Include ONLY PTA related pages in your book. **DO NOT** include the minutes of the Executive Board meetings. HAVE FUN!! BE CREATIVE!!

Certificates will be awarded for:

Highest Honor	all 11 required items plus 3 or more suggested items
Honor	all 11 required items
Honorable Mention	6 to 9 required items
Participant	5 or less required items

****NOTE**** Graded Historian Books will be on display at the Spring Luncheon, May 10, 2019.
Historian Books should be picked up at this time.